

CITY OF LAUREL

JOB OPENING

The City of Laurel is now accepting applications for the following non-union position:

Utility Billing Clerk

Compensation includes excellent benefits package, \$16.00/hour starting wage, and the opportunity to work with the amazing Finance Department. A normal workweek is Monday – Friday from 8:00am to 5:00pm with an hour lunch; some overtime may be required.

Applicants may obtain a copy of the position description and application from the City's website at <https://cityoflaurelmontana.com/jobs>, or by calling the Administrative Assistant at (406) 628-7431 extension 5503, or by emailing the Administrative Assistant at bmoorman@laurel.mt.gov. A complete application package includes a cover letter, resume, and a filled out City of Laurel application. Completed application packages should be returned to the City of Laurel via mail PO BOX 10 Laurel, MT 59044, by email to bmoorman@laurel.mt.gov or delivered to City Hall water office by appointment. Please call the Administrative assistant to schedule a time to deliver the completed application package.

Applications are due no later than 5:00pm Friday March 12, 2021.

The City of Laurel is an EEOC.